



Job Title: Food Service Culinary Supervisor

Exemption Status/Test: Exempt

Reports to: Assistant Director, Nutrition and
Menu Operations

Date Revised: August 2026

Dept. /School: Student Nutrition Services

Pay Grade: 101

Primary Purpose:

To increase participation in school meals by training and coaching department staff on topics such as quantity food production, food presentation, and food safety; developing K–12-compliant recipes that increase student acceptance of school meals; promoting a positive, service-oriented image of school meals and Student Nutrition Services through culinary training, demonstrations, and promotional videos; facilitating engagement opportunities with all stakeholders; and supporting the goals and efforts of Student Nutrition Services by accurately and efficiently completing assigned duties in a timely manner.

Qualifications:

Education/Certification:

- Associates Degree in Culinary Arts or related field
- Professional culinary certification, preferred
- Serve Safe certification, preferred
- Valid driver's license

Experience:

- A minimum of three (3) years in the food service industry
- Experience in institutional food service preferred
- Training experience preferred

Special Knowledge/Skills:

- Demonstrated knowledge in quantity food production, food service management, quality assurance, menu planning, catering, marketing and promotions
- Knowledge of or the ability to learn school food service regulations and operations
- Demonstrated knowledge in project planning and collaborating with a team to implement projects
- Demonstrate outstanding interpersonal skills in communication both verbal and written form, training and presentation at all levels
- Demonstrated ability to adjust pace and style of coaching to meet the learning needs of participants
- Demonstrated computer skills in Microsoft Office Applications, Graphic Design software (Adobe Photoshop, Canva or similar), and Social Media Applications
- Demonstrated organizational skills with ability to work with detailed records
- Demonstrated ability to evaluate and simplify workflow in a high volume, fast paced environment
- Demonstrated ability to properly use, clean, and maintain all kitchen equipment
- Demonstrated ability to develop and cost recipes, figure recipe yields and conversions.
- Demonstrated ability to develop menus and execute food preparation for special events.
- Demonstrated ability to adjust and reorganize school menus based on inventory or product availability.

**Major Responsibilities and Duties:**

1. Prepares and facilitates training in kitchen basics, food safety and work simplification to all new hires.
2. Provides culinary training and coaching for all current Student Nutrition Services staff and managers in their kitchens.
3. Complete periodic and regular inspections of kitchens to observe food preparation, food presentation, food quality, menu execution, and portioning to ensure adherence to standardized recipes.
4. Provides documented feedback to the Operations Team and direct supervisor on school findings, problems, condition of equipment, training performed, etc.
5. Works with the Menu Coordinator to develop, test, and modify standardized recipes for school meals insuring compliance with all USDA & TDA regulations.
6. Trains all staff in preparation of all new recipes and culinary methods and techniques.
7. Develops and revises culinary training presentations, resources and tools.
8. Oversee special events for department, including planning, purchasing and execution of menu.
9. Supports Student Nutrition Services efforts to produce the highest quality products consistently across all locations.
10. Works with the Operations Team to revise and update Student Nutrition operational standards.
11. Works with the Operations Team to implement new concepts and special projects.
12. Create training and promotional materials in a professional manner for department use.
13. Plan, schedule and facilitate engagement opportunities such as focus groups, advisory councils, student product testing and cooking demonstrations.
14. Collaborate with Menu Software Technician to produce cooking demonstration and promotional videos for department media.
15. Assists with testing and evaluating new products as needed for bid evaluation and menu planning.
16. Other duties as assigned by supervisor

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; all kitchen equipment and knives

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Daily light lifting and carrying (under 40 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



Reviewed by _____ Date _____

Received by _____ Date _____